

O R A N G E C O U N T Y

H E A L T H C A R E A G E N C Y



I S S E E K I N G A N

A D M I N I S T R A T I V E

M A N A G E R F O R

C O R R E C T I O N A L

M E D I C A L S E R V I C E S



THE COMMUNITY

Located on the Southern California coast with a culturally diverse population of 2.9 million, Orange County enjoys a nearly perfect climate in which parks and beaches provide abundant opportunities for outdoor activities. Orange County boasts some of California's finest communities, and is the home to some of the State's most popular attractions including Disneyland and Knott's Berry Farm, championship professional sports, and quality venues for visual and performing arts. The County takes particular pride in its leading educational institutions, thriving business economy, and well-educated workforce.

THE COUNTY AND ITS HEALTH CARE AGENCY

The County of Orange is a regional service provider and planning agency whose core businesses include regional planning, public safety, environmental protection, public health, community services, and aviation. The County is governed by a five-member Board of Supervisors elected by district for four-year overlapping terms. The Board appoints the Director of the Health Care Agency, who reports to the County Chief Executive Officer.

Consistent with the County's overall mission, the Orange County Health Care Agency maintains and protects the health of its citizens through the planning, organization and coordination of public and private sector efforts to provide a safe and healthful environment and prevent the occurrence and spread of disease. Agency services are carried out by approximately 2,600 employees as well as through contract agreements. The Agency budget for fiscal year 2003/04 is \$471 million.

CORRECTIONAL MEDICAL SERVICES

Along with Behavioral Health, Medical and Institutional Health, Public Health, and Regulatory Health, Correctional Health Services is a major service area of the Health Care Agency. Correctional Medical Services, a division of Medical and Institutional Health Services, is responsible for providing 24 hour, seven day per week medical, dental and pharmaceutical care to 5,000 inmates held in custody at five adult County correctional institutions: the Men's and Women's Main Jails, Intake & Release Center, and two branch jail facilities. The Orange County Jail System is one of the ten largest in the nation.

Each inmate booked into the Jail is triaged by Correctional Medical Services (CMS) staff for medical, dental and psychiatric problems. Approximately 60,000 triage procedures are conducted annually. Based on the initial evaluation, staff determines if further assessment and screening is needed and what, if any, services shall be provided for the inmate. CMS provides comprehensive medical, nursing, dental, and pharmaceutical operations through a staff of 160 physicians, nurses (RNs and LVNs), pharmacists, dentists, medical assistants, and office support. (Correctional Mental Health Services provides Inmate mental health services). CMS also acts as the acute medical services provider liaison with a contract hospital for necessary inpatient care and outpatient specialty services. Other services include records management, warehousing and supply. CMS is led by the Administrative Manager and a Medical Director, and is supported by a \$22 million FY 03-04 budget.



CURRENT ISSUES AND PRIORITIES

Key issues and priorities facing Correctional Medical Services include:

- **Fiscal** - Due to uncertain State and County budgets, resource allocation and facility needs requiring implementation of efficiencies are a continuing challenge. These efforts will be a particular focus for the Administrative Manager.
- **Hospital Contract** - The County plans to go out for bid for a new hospital contract for correctional inpatient and outpatient services in 2004. The Administrative Manager will lead this effort.
- **New Medical Unit** - CMS is preparing to implement services in a new 124-bed medical care unit at the Theo Lacy Branch Jail in Irvine.
- **Accreditation** - Maintaining and enhancing quality patient care, through professional accreditation of CMS. The Manager will evaluate and recommend appropriate accreditation programs, and lead related implementation efforts.

THE POSITION

Reporting to the Institutional Health Division Manager, the Administrative Manager is

responsible for all budget, staffing, facilities, supply, and contracted services of inpatient and outpatient operations provided by Correctional Medical Services. CMS clinical operations are the responsibility of the Medical Director.

The Manager's duties include, but are not limited to:

- providing leadership and direction to maximize quality patient services within available resources
- managing staff with open communication, collaboration, training and teamwork
- preparing and administering the operating budget
- monitoring and evaluating related service contracts
- researching, organizing and maintaining facilities and equipment, including information technologies, to further CMS services
- determining current and long-range needs
- leading multi-disciplinary staff groups in planning, evaluating and problem solving
- representing Correctional Medical Services with the Sheriff's office, the Courts, other County and Agency officials, as well as with inmate families

THE IDEAL CANDIDATE

The ideal candidate will be a talented manager with extensive knowledge of inpatient/outpatient services, particularly within correctional or other health related institutional settings, and have a commitment to patient care. This exceptional leader will bring proven staff, budget and contract management abilities along with excellent communication and problem solving skills, and the ability to work effectively and collaboratively with others.

QUALIFICATIONS

Desirable qualifications include a Masters level professional within health, public health or nursing professions, or a seasoned health care administrator demonstrating significant progressive health care management responsibility in correctional or institutional settings.

MANAGEMENT STYLE

In addition to the above, the ideal candidate will have/be:

- high professional standards
- a high degree of integrity
- inspirational
- high energy
- visible, with a hands-on style
- a problem solver

- collaborative, yet assertive and decisive when necessary
- a team player and consensus builder
- flexible and open to change
- excellent oral and written communication skills
- excellent listening skills
- creative/innovative
- a good background in related technologies
- good research and analytical ability
- able to take acceptable risks to achieve positive change
- an advocate of professional development

For additional information see the Orange County Health Care Agency home page at www.oc.ca.gov/hca.

COMPENSATION AND BENEFITS

The salary for the Administrative Manager for Correctional Medical Services is negotiable based on qualifications and experience. The County also offers an attractive benefit program, which includes the following:

RETIREMENT

- Benefits are provided through the Orange County Employees' Retirement System (OCERS)

PAID LEAVE

- 12 holidays per year, plus generous annual leave benefits

INSURANCE

- Five Health Plans from which to choose
- County pays 100% of employee's premium

DENTAL CARE

- County pays 100% of employee and dependent premiums
- Salary Continuance Benefit – 60%

LIFE INSURANCE

- Based on Salary

ADDITIONAL BENEFITS

- Optional Benefit Plan \$2,500 annually
- Deferred Compensation Plan Available
- Annual Educational and Professional Reimbursement \$2,000
- Paid annual physical

APPLICATION AND SELECTION PROCEDURE

The final filing date for this recruitment is Friday, November 14, 2003. To be considered for this excellent career opportunity, please submit your resume, three work-related references, and current salary to:



Kris Kristensen
CSAC Human Resources
Advisory Services
241 Lathrop Way
Sacramento, California 95815
Tel. 916-263-1401
or 916-263-1610
Fax: 916-561-7205
E-mail: resumes@cps.ca.gov
Website: www.cps.ca.gov/shannon

Following the final filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications for the position will be invited to participate in a screening interview with the consultants in late November. The results of the recruitment and screening process will be reported to the Orange County Health Care Agency officials in December. The Agency will determine which candidates will be invited to participate in the final selection process scheduled in early January 2004. Top finalists will be subject to extensive law enforcement background checks.